

Obituary Template

This template should be used for when you write an obituary for Archifacts. Please save this and copy and paste your content into it. Adjust your content to follow the style outlined in this template.

Background information:

Complete the following information and leave it before the main title of your written obituary.

Your name as the author (the way you want it to appear in publication):

Are you providing a head and shoulders photo of yourself as the author of the Obituary? (Delete the option that does not apply.)

- **Yes**
- **No**

Are you including images of the person you are writing about in the Obituary? (Delete the option that does not apply.)

- **Yes**
- **No**

If you are including images of the person, do you need to apply for copyright permission to print them? (Delete the option that does not apply.)

- **Yes**
- **No**

If you are not a member of ARANZ, do you want a print copy of the *Archifacts* issue the Obituary is published in, if it is accepted for publication? (Delete the option that does not apply.)

- **Yes**
- **No**

Reminder of things to submit with article:

- Completed *Brief Biography Template*.
- High resolution head and shoulders photo of yourself (if photo being submitted).

- High resolution copies of any images, figs. etc. to be added into the article. (All should have appropriate copyright for reproduction in *Archifacts*).

Condition of submission

- I understand that by submitting my article to the Editor, I am saying that:
 - I have not used any content that was generated by Generative AI and LLMs such as ChatGPT.
 - It is my responsibility to seek copyright clearance prior to publication for any images I decide to include, if I need to do this.

OBITUARY

**[Full name of person, including maiden name if necessary],
[year of birth – year of death] - Times New Roman 18 in
bold**

Your name as author - Times New Roman 14 in Italics

This is the template for an Obituary. This should be around 500 to 1000 words, although longer obituaries will be considered. As the writer, you may like to consider the following questions as you write:

- What was the person's relationship with archives, records or information management?
 - How did they end up in their professional role(s)?
 - Where did they work?
 - What roles did they work in?
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- What professional achievements were they known for (for example, teaching, mentoring, research, receiving awards, being Council or Committee members, leading a team, working with other sectors or industries etc.)
- Which professional associations were they members of?
- Which other people in the industry did they have connections with?
- What has the profession gained from this person's contribution?
- What family, interest and other 'publicly available' information is available that provides further detail about the person and their life?

It may be useful to see if you can find any background articles, websites, media reports etc that you could refer to. If you can, also try and find something they have written or said to quote from, so that readers can get a bit more insight into the person.

The content of your Obituary should do more than just provide a list of key dates in the person's life. It should help the reader understand the person a little more, even if they had never met them.

Please refer to the *Publishing Guidance* for more detailed instructions on how to set out this information, particularly when it comes to adding endnotes and referencing.

Add a heading

The heading above shows you how a heading should look within your work, if you decide to use one. Headings should be left-aligned, 12-point Times New Roman, and in bold.

Add a quote

If you decide to include a quote, quotes under forty words in length can be added within the paragraph text using double quotation marks. For example, “this is a short quote”.

Quotes over forty words in length are to be placed in a new paragraph, indented on both sides, and in italics:

This is a long quote. This is a long quote.

Note how the long quote is indented at both ends, and not just on the left. Long quotes do not need double quotation marks.

Short and long quotes often need to have an in-text reference next to them to identify the source of the quote. However, there are exceptions, such as quotes from the book you are reviewing and quotes by participants in your own research. Refer to the *Publishing Guidance* for guidance.

Figures and images

Figures and images should not be added within the text of the work you are submitting. Instead, number and save each as a separate .jpg or.tiff file and attach these with your article when you email the Editor. (Resolution guidelines are in the *Publishing Guidance*).

Wherever you want a figure or image to be added in your article, add a description in its place. That is:

[Figure X]

Title of Figure X here in bold Times New Roman 10 point. [Source: Give source details].

[Image X]

Title of Image X here in bold Times New Roman 10 point. [Source: Give source details]

Add a number where X currently is.

Add a heading here

Continue writing your content here. Please refer to the *Publishing Guidance* for more detailed instructions on how to set out this information.

Add a sub-heading

If you want to, you can add sub-headings too. Only use sub-headings if they are important sub-points that closely relate to the heading above it.

Reference list

Add your reference list here, if in-text references were used. Please refer to the *Publishing Guidance* for links to helpful information on how to do this.

Endnotes

Any endnotes should appear here. Please refer to the *Publishing Guidance* for links to helpful information on how to do this.